



OFFICE of EDUCATION INNOVATION

MASTER CALENDAR OF REPORTING REQUIREMENTS

for Mayor-Sponsored Charter Schools

2013 - 2014

Office of the Mayor
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Overview

The following calendar includes deadlines for submitting key information to the Office of Education Innovation (OEI) during the 2013-2014 school year. The requirements outlined in this calendar are not all-inclusive and are subject to change. OEI will attempt to notify all charter schools of changes in the calendar and/or reporting requirements and will give schools a reasonable period of time to meet any altered deadlines for providing information that the OEI requires.

Required reports are listed based on the month they are due.

All reporting requirements should be sent electronically by the 1st of each month to the OEI Compliance e-mail account at OEICompliance@indy.gov.

June 2013

All documents listed for the month should be provided electronically by June 1st to OEICompliance@indy.gov.

	Board Approved Minutes – February, March and April meetings
	Board Policies – Submit only if policies have been changed or amended since June 2012
	Bylaws – Submit only if the board adopted additional bylaws or amended the existing bylaws since June 2012
	Articles of Incorporation- Submit only if they have been changed since June 2012
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members.
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	2013-14 Schedule of Board Meetings
	2013-14 Staff and Family/Student Handbooks (including school policies)
	2012-13 School leader performance evaluation



July 2013

All documents listed for the month should be provided electronically by **July 1st** to OEICompliance@indy.gov.

	Quarterly Report using attached template (Quarter 4)
	Quarterly compliance certification letter
	School calendar for upcoming school year
	Projected enrollment for <u>upcoming school year</u> for <u>each</u> grade level in the school
	Projected enrollment by grade level for <u>each of the remaining years</u> of the charter
	Required information for 2012 graduates (for Student Tracker)
	Submit comprehensive special education plan only if plan has been modified since June 2012
	Submit curriculum plan only if plan has been modified since June 2012
	Updated School-Specific Educational Goals for the 2013-2014 School Year
	Any available ECA or ISTEP+ Results
	Any available LAS Links Results

August 2013

All documents listed for the month should be provided electronically by **August 1st** *but no later than 4 business days prior to the quarterly compliance meeting* to OEICompliance@indy.gov.

	Quarterly financial statement for 6/30/2013
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE
	Submit board-approved letter of engagement from accounting firm performing accrual based audit
	Submit new/updated insurance policies/certificates
	Financial summary for 2012-2013 fiscal year including a budget vs. actual analysis
	Documentation of loans or other debt outstanding for the charter school
	Final, board-approved 2013-2014 FY budget



September 2013

All documents listed for the month should be provided electronically by **September 1st** to OEICompliance@indy.gov.

	Board Approved Minutes – May, June and July meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since May)
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template
	Organizational chart, including all levels of school personnel

October 2013

All documents listed for the month should be provided electronically by **October 1st** to OEICompliance@indy.gov.

	Quarterly Report using attached template (Quarter 1)
	Quarterly compliance certification letter
	Electronic copy of enrollment count information DOE-ME Membership Report including STN, Grade Level, Street Address, Zip Code
	Electronic copy of DOE-LM Language Minority Report, which includes information on language minority students for the previous school year
	Fall Student Achievement Benchmark Data & any School- or Grade-Level Analysis (e.g. Quarterly Interim Assessments, NWEA, Acuity Diagnostic 1 / Predictive A, BOY DIBELS or mClass, etc.)
	Any necessary School-specific Educational Goal benchmark data
	Attendance data from SIS

November 2013

All documents listed for the month should be provided electronically by **November 1st** *but no later than 4 business days prior to the quarterly compliance meeting* to OEICompliance@indy.gov.

	Quarterly financial statement for 9/30/2013
	Draft audit must be submitted to the SBOA by 11/15/13; accounting firm should CC OEICompliance@indy.gov on any communications with the SBOA
	Final audit should be submitted to the SBOA for review by 11/30/13; accounting firm should CC OEICompliance@indy.gov on any communications with the SBOA
	Final SBOA approved audit

December 2013

All documents listed for the month should be provided electronically by **December 1st** to OEICompliance@indy.gov.

	Board Approved Minutes – August, September and October meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since August)
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template

January 2014

All documents listed for the month should be provided electronically by **January 1st** to OEICompliance@indy.gov.

	Quarterly Report (see enclosed template)
	Quarterly compliance certification letter
	Electronic copy of DOE-GR Graduation Report submitted to the IDOE for 2012 graduates
	Copy of school's financial literacy curriculum and plans for delivering the curriculum to students (in compliance with Indiana Code 20-30-5-19) <i>*applicable only to schools serving 8th – 12th grades*.</i>
	ISTEP+, ECA and I-READ testing schedules for all grades / teachers
	Written documentation of recruitment strategies, application procedures, lottery, and wait list processes for the upcoming school year (including lottery date and location)
	Winter Student Achievement Benchmark Data & any School- or Grade-Level Analysis (e.g. Quarterly Interim Assessments, NWEA, Acuity Diagnostic 2 / Predictive B, MOY DIBELS or mClass, etc.)
	Any necessary School-specific Educational Goal benchmark data
	Attendance data from SIS

February 2014

All documents listed for the month should be provided electronically by February 1st but *no later than 4 business days prior to the quarterly compliance meeting* to OEICompliance@indy.gov.

	Quarterly financial statement for 12/31/2013
	Electronic copy of Biannual Financial Statement (Form 9) submitted to the IDOE

March 2014

All documents listed for the month should be provided electronically by **March 1st** to OEICompliance@indy.gov.

	Electronic copy of enrollment count information DOE-ME Membership Report including STN, Grade Level, Street Address, Zip Code
	Electronic copy of DOE-SE Special Education Report submitted to the IDOE
	Winter Student Achievement Benchmark Data & any School- or Grade-Level Analysis (e.g. Quarterly Interim Assessments, NWEA, Acuity Diagnostic 3 / Predictive C, MOY DIBELS or mClass, etc.)
	Any necessary School-specific Educational Goal benchmark data
	Attendance data from SIS

Governance Documentation for March should be provided electronically by **March 1st** to OEICompliance@indy.gov.

	Board Approved Minutes – November, December and January meetings
	Updated roster for Board of Directors, including resumes and verification of background checks for any new members (only if new members have been added since November)
	Updated employee spreadsheet noting new hires, resignations, license numbers including expiration dates, permits and verification of background checks using attached template



April 2014

Our office will not performing any site visits this month due to ISTEP+ testing. As always, please contact any of the three analysts if there is anything our office can do to further support your school.

The following quarterly compliance documents are still required to be sent electronically to OEICompliance@indy.gov by **April 1st**.

	Quarterly Report using attached template
	Quarterly compliance certification letter

May 2014

All documents listed for the month should be provided electronically by **May 1st** to OEICompliance@indy.gov.

	Quarterly financial statement for 3/31/2012
	Most recent State Board of Accounts examination, if published since last meeting
	Projected budget for upcoming fiscal year which begins July 1 st , including number of enrolled students upon which the budget is based.



Note: For each item below, please indicate if the item is applicable or not applicable for the reporting quarter. If an item is applicable, please provide an explanation in the space provided.	
School Name:	
Date:	
Current school enrollment:	
Quarter 1 Quarter 2 Quarter 3 Quarter 4 (please circle)	
Number of student(s) expelled during the quarter	
Name of student(s) expelled, date and reason for expulsion	
Name and board position(if applicable) of any individuals leaving or joining the Board	
Name of any individuals who are resigning from or expecting to hold an employed position in the Charter School, including any leadership, teaching, or administrative personnel (employee spreadsheet should also reflect changes).	
Any conflict of interest issues that arose between the Board of Directors and the school, and the method for resolution of the issue.	

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